

**THIS NOTICE DESCRIBES HOW THE MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES MAY USE AND/OR DISCLOSE MEDICAL INFORMATION ABOUT YOU, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

The Department of Health and Senior Services' (DHSS) mission is to protect and promote the health of the population of Missouri. To accomplish this mission, Missouri has enacted a number of state laws and/or rules that require reporting of individually identifiable protected health information (PHI) to the DHSS. DHSS continuously assesses the health of the population by evaluating this and other health information. These laws also detail what data are confidential, under what circumstances the data may be disclosed, and penalties for inappropriate disclosures. DHSS staff and their associates are mandated to comply with these laws.

DHSS may disclose public health related individually identifiable health information to health care providers to carry out treatment, payment or health care operations. This information will only be shared with health care providers that have signed an agreement with the DHSS or who have a direct treatment relationship with the individual. It will not be used for any other purpose except in an aggregate form, without specific written consent of the individual, guardian, durable power of attorney for health care, or parent, if a minor. The confidentiality of the information will be maintained as required by applicable state and federal laws. An example of these types of disclosures would be sharing the results of your infant's heel blood test with the health care provider you visit for medical care. The results would only be disclosed to appropriate health care providers and not the general public or merchants that have a product they wish to sell you. Another example of a disclosure would be sharing health information with an in-home services provider in order to coordinate care and services an individual receives.

The DHSS may contact individuals to provide appointment reminders or information about health-related benefits and services that may be of interest. DHSS may also disclose protected health information to other state or federal agencies such as Medicaid that provide funds for health care benefits an individual receives.

Under 45 CFR 160-164, individuals have the right to:

- Request restrictions on certain uses and disclosures, however DHSS is not required to agree to a requested restriction. If disclosure is required by state or federal law, the consent of the individual is not required and disclosure will be made accordingly.
- Inspect and receive a copy of their health care information.
- Review and amend or update their health care information if inaccurate.
- Receive an accounting of disclosures.
- Receive confidential communications of protected health information.
- Receive a paper copy of this notice.

The DHSS reserves the right to change its privacy practices described in this notice. The revised privacy practices will be effective for all PHI maintained by DHSS. DHSS will publish all revisions on the DHSS Website at <http://www.dhss.mo.gov/>. Individuals may access and print a copy of the current policies or request a printed copy from DHSS.

Individuals may complain about privacy issues to the DHSS and to the Secretary of U.S. Department of Health and Human Services if they believe their privacy rights have been violated. Complaints may be filed with DHSS by mail, telephone or face-to-face. Complaints can be filed in person or in writing with the Secretary of the U.S. Department of Health and Human Services, Region VII, Office for Civil Rights, 601 East 12<sup>th</sup> Street, room 248, Kansas City, Missouri 64106. You may also fax your complaint to Region VII, Office for Civil Rights, (816) 426-3686 (fax number). You may email a complaint to [OCRComplaint@hhs.gov](mailto:OCRComplaint@hhs.gov). Complaints will not result in retaliatory actions by the DHSS against the individual.

For further information about these practices, contact the DHSS Privacy Officer at 1-800-392-0272 or at [privacy@dhss.mo.gov](mailto:privacy@dhss.mo.gov). This notice is effective as of April 14, 2003.